



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING

250 DALLAS ST

PENSACOLA FLORIDA 32508-5220

CNETINST 11102.2C

OS412/413

03 MAY 2000

CNET INSTRUCTION 11102.2C

Subj: POLICIES AND PROCEDURES FOR TRAINING EQUIPMENT FACILITY REQUIREMENTS (EFR)

Ref: (a) OPNAVINST 11102.1
(b) CNETINST 11010.7
(c) OPNAVINST 11010.20F
(d) NAVFACINST 11010.44E
(e) CNETINST 11010.6C
(f) CNET P7000/2
(g) OPNAVINST 4790.4C

Encl: (1) Glossary of Terminology

1. Purpose. To establish policy and responsibilities within the Naval Education and Training Command (NAVEDTRACOM) for the management of EFR plans associated with the installation of Technical Training Equipment (TTE) and Training Devices (TD). This instruction has been substantially revised, and should be reviewed in its entirety.

2. Cancellation. CNETINST 11102.2B

3. Background. Reference (a) established a Navy-wide procedure to guide material and training managers in the planning, installation, and acceptance of TTE and TDs. A detailed outline delineating the contents of an EFR is contained in enclosure (2) to reference (a). A glossary of terminology germane to the EFR process is attached as enclosure (1). The EFR process is designed to be responsive and easily updated to reflect facility and equipment installation requirements, and enable the Chief of Naval Education and Training (CNET) to effectively monitor the process of the requirements through three basic phases. The three phases of the process are:

a. Phase I - Facility Requirements Identification. Phase I provides a procedure for the precise and timely identification of facility requirements to support training equipment acquisition. Documentation prepared during this phase initially identifies new construction or modifications to existing facilities required to support TTE/TD installation and consolidates all Training Support Agent (TSA) inputs into a single cumulative facility support requirement plan for the activity. Funding requirements and implementation responsibilities are specified in this phase. If the preliminary site survey indicates the need for a military construction (MILCON) project to support the installation, the MILCON project must be initiated 6 years prior to the equipment

Ready For Training (RFT) date. The engineering site survey, normally accomplished during Phase II, must be accomplished approximately 4-1/2 years in advance of the RFT date in order to provide information needed in preparing the DD 1391 MILCON documentation. The Phase I agreement is co-signed by the TSA and Training Agent (TA) indicating mutual concurrence.

b. Phase II - Installation and Transfer of Training Responsibility Requirements Identification. Phase II provides two areas of requirements identification. The first area is an engineering site survey that identifies installation design and final site preparation requirements to support the training equipment such as security, safety, power, water, etc. Information developed by this survey is used to prepare the Step II project request if an equipment installation special project is required, or to determine support requirements for an "installation only" (site preparation below special project scope). The second area describes the Training Support Package (TSP) and documents a scheduled plan of transfer. The items in the TSP include special and general purpose tools and test equipment, curricula, technical manuals, initial outfitting spare parts, etc. Phase II begins 4 years prior to the RFT date. The Phase II agreement is co-signed by the TA and TSA indicating mutual concurrence.

c. Phase III - Transfer of Training Responsibility Acceptance. Phase III transfers training responsibility from the TSA to the TA. It identifies the type of transfer (final or conditional) or nonacceptance. Open deficiencies will be identified, tracked, and periodically reported to CNET until final acceptance. Phase III will be extended until all outstanding deficiencies have been resolved. The Phase III agreement is co-signed by the TSA and TA indicating mutual concurrence and termination of the EFR process.

4. Policy. NAVEDTRACOM will participate fully in the EFR process. CNET (OS41), except for Chief of Naval Air Training (CNATRA) and designated CNET Logistics Support Managers assigned herein, will sign all phases of the EFR Plan. The Logistics Support Manager (West Coast) will sign all EFR Plans for Fleet Training Center (FLETRACEN), San Diego; Fleet Combat Training Center Pacific; Fleet Antisubmarine Warfare Training Center; and Expeditionary Warfare Training Group Pacific. The Logistics Support Manager (East Coast) will sign all EFR Plans for FLETRACEN Norfolk, FLETRACEN Mayport, Mine Warfare Training Center, Fleet Combat Training Center Atlantic, and Expeditionary Warfare Training Group Atlantic.

5. Responsibilities

a. CNET

(1) Provide NAVEDTRACOM policy direction for the EFR program.

(2) Coordinate EFR policy and procedures with systems commands and/or designated TSAs as outlined in reference (a).

(3) Maintain formal liaison with OPNAV, systems commands, and designated TSAs regarding EFR development and implementation.

(4) Designate CNET Headquarters point(s) of contact (POC) responsible for the headquarters management of the EFR process.

(5) Sign all EFR documents except those specifically delegated to a subordinate command or activity.

b. CNATRA

(1) Appoint active training community representation on Integrated Logistics Support (ILS) Management Teams when requested by the TSA.

(2) Act as signature authority for the TA in executing the following phase agreements, including any additional reviews or updates developed and presented by the TSA or CNET:

(a) Phase I - Facility Requirements Identification (functioning as the TA, validate all known requirements for facility projects with the TSA semiannually during Phase I).

(b) Phase II - Installation and Transfer of Training Responsibility Requirements Identification.

(c) Phase III - Transfer of Training Responsibility (all conditions up to and including Final Acceptance).

(d) Facility project documentation, as necessary.

(e) Miscellaneous agreements requiring concurrence at any point in the EFR process (should be documented).

(3) Exchange major milestone modification and completion reports with the TSA (e.g., all agreements, reviews, and updates outlined in paragraph 5b(2) above).

(4) Monitor all milestone actions associated with the installation to ensure a timely, effective, and coordinated completion of the installation.

(5) Keep CNET Headquarters informed of all major milestones accomplished with "copy to" correspondence (e.g., all reports identified in paragraph 5b(2) above) in the case of routine and reconcilable EFR actions.

(6) Route all EFR action correspondence that cannot be reconciled via the CNET Headquarters POC.

(7) Develop priorities for all required facility projects in accordance with established directives.

(8) Develop and implement a management system to track and perform progress review analysis on all active and planned EFR actions. As a minimum, data elements and report formats will be maintained to satisfy TSA and CNET reporting requirements.

c. CNET Logistics Support Managers (East Coast and West Coast)

(1) Participate on ILS Management Teams and Integrated Product Teams (IPT) when requested by the TSA.

(2) Act as signature authority for the TA in executing the following phase agreements, including any additional reviews or updates developed and presented by the TSA or CNET:

(a) Phase I - Facility Requirements Identification (functioning as the TA, validate all known requirements for facility projects with the TSA semiannually during Phase I).

(b) Phase II - Installation and Transfer of Training Responsibility Requirements Identification.

(c) Phase III - Transfer of Training Responsibility (all conditions up to and including Final Acceptance).

(d) Facility project documentation, as necessary.

(e) Miscellaneous agreements requiring concurrence at any point in the EFR process (should be documented).

(3) Exchange major milestone modification and completion reports with the TSA (e.g., all agreements, reviews, and updates outlined in paragraph 5b(2) above).

(4) Monitor all milestone actions associated with the installation to ensure a timely, effective, and coordinated completion of the installation.

(5) Keep the chain of command informed of all major milestones accomplished with "copy to" correspondence (e.g., all reports identified in paragraph 5b(2) above) in the case of routine and reconcilable EFR actions.

(6) Develop and implement a management system to track and perform progress review analysis of all active and planned EFR actions. As a minimum, data elements and report formats will be maintained to satisfy TSA and CNET reporting requirements.

d. Training Activities

(1) Designate training activity POC responsible for the activity management of the EFR process.

(2) Prepare and submit documentation for any facilities projects required in support of TTE/TD installations. Facilities special projects, governed by references (b) and (c), are submitted via the Naval Facilities Engineering Command Engineering Field Division and the chain of command (including CNET) to the command responsible for funding the project, normally the TSA. References (d) and (e) govern preparation and submission of MILCON projects. In addition to projects to support individual TTE/TD installations, activities are responsible for submitting projects to overcome the cumulative effects of incremental load increases to Building Support Systems (BSS) over the years. For example, as new or upgraded training equipment is added to an existing facility, the demands on that facility's electrical, air conditioning, chilled water systems, etc., will be increased eventually beyond the capacity of existing systems to accommodate the increased demands. Activities are responsible for initiating facilities upgrade projects far enough in advance to ensure that adequate BSS capacities will be available when required.

(3) Submit Program Change Form(s) for resource requirements to be programmed and funded by CNET in accordance with reference (f).

(4) Maintain a management system which:

(a) Contains identification and acquisition status of training equipment requirements, including status of resources (i.e., planned, programmed, budgeted).

(b) Contains identification and project status of all EFR actions, including facility construction and installation requirements.

(c) Contains current technical documents required to identify and engineer the operational interface requirements of the equipment and facility.

(d) Contains a master set of equipment and facility as-built drawings and load charts reflecting the accurate configuration of the Applied Instruction Building (AIB). Drawings and charts will be maintained on a continuously current basis. Primary emphasis is on accuracy of space utilization, utility support systems, and equipment cabling.

(e) Contains a composite plan, by fiscal year, that reflects a cumulative description and impact of all EFR actions to be implemented at the activity.

(5) Monitor all milestone actions associated with the installation to ensure a timely, effective, and coordinated completion.

(6) Keep the CNET Headquarters POC (for direct-reporting activities, or the CNET Logistics Support Managers (East Coast and West Coast), as applicable)) informed of all major milestones accomplished and/or any problems that may develop.

(7) Advise the CNET Headquarters POC (or CNET Logistics Support Managers (East Coast and West Coast) as applicable)) when each of the EFR phases is ready for acceptance signature. This action may be initiated by telephone but must be followed by documentation that will contain any discrepancies and/or agreements that are still outstanding. E-mail or facsimile will satisfy this requirement.

(8) Submit OPNAV 4790/CK as provided by the TSA in accordance with reference (g).

6. Forms. OPNAV 4790/CK (S/N 0107-LF-047-9001) may be obtained through normal Navy supply channels.

/S/D. L. BREWER, III
Vice CNET

Distribution (CNETINST 5218.2D):
List I

Copy to:
SNDL FKR6A (NAVAIRWARCEN TRASYS DIV)

GLOSSARY OF TERMINOLOGY

BUILDING SUPPORT SYSTEMS. Those systems which are part of the facility and are required to support installed training equipment. These may include electrical power, air conditioning, chilled water, grounding systems, and fire protection.

CNET LOGISTICS SUPPORT MANAGERS (EAST COAST AND WEST COAST). For purposes of this instruction defined as Logistics Support Managers, reporting directly to CNET, which are located (for administrative support only) at FLEASWTRACEN, San Diego, CA and at FCTCLANT, Dam Neck, VA. These positions coordinate and manage the training logistics support for surface training activities on the East Coast and West Coast, as assigned to them by CNET.

EFR CONDITIONAL ACCEPTANCE. TA accepts the training program, conditional upon completion of outstanding deficiencies. Two conditions must be met prior to a conditional acceptance. The training activity must be able to meet all training objectives and must have the ability to maintain the equipment in an operating condition.

EFR FINAL ACCEPTANCE. TA accepts the entire training package, signifying that there are no outstanding deficiencies.

TECHNICAL TRAINING EQUIPMENT (TTE). Training equipment for which Principal Development Activities (PDAs), Program Managers (PMs), or systems commands have the responsibility for the design, development, modernization, or selection for service or special use.

TRAINING AGENT (TA). An office, bureau, command, or headquarters exercising command of and providing support to some major portion of the Navy's formalized training effort (e.g., CNET; Naval War College; U.S. Naval Academy; Commander in Chief, U.S. Atlantic Fleet; Commander in Chief, U.S. Pacific Fleet; Commander, Naval Reserve Force; and Fleet Marine Forces).

TRAINING DEVICE (TD). The hardware and software which has been designed or modified exclusively for training purposes, involving to some degree, stimulation or simulation in its construction or operation so as to demonstrate or illustrate a concept or simulate an operational circumstance or environment.

TRAINING SUPPORT AGENT (TSA). An office, bureau, command, or headquarters responsible for supporting the training agencies by providing equipment, material, and other forms of support within the cognizance of the office, bureau, or command involved.

TRAINING SUPPORT PACKAGE (TSP). Those support items necessary to maintain the TTE or TD in an operable condition and the curriculum material essential to conduct the training course. Included are spare parts, tools, test equipment, support equipment,

technical data, software (operational and maintenance) as well as course instructor guides, trainee handouts, handbooks, training films or tapes, transparencies, or any other material required to conduct training.